



BIS e-mail alert: help note

This help note shows you what is included in a BIS e-mail alert and guides you step by step through the registration process.

What information is included in a BIS e-mail alert?

This example illustrates how e-mail alerts are sent as personal newsletters that include

- A link pointing directly at the new document on the BIS website
- The description, name, file format and size of the new document
- An extract of the text indicating where your search phrase is found

Personal notification for **Time Laumaa** from the [BIS e-mail alert](#) on 04.09.2002 13:29

Your current news on phrase **banking statistics (whole phrase)** at a glance:

1 new documents found since 04.09.2002.

1. [China's asset management corporations - BIS Working Papers No 115 - August 2002](#)

(04.09.2002 08:36)

PDF, 156576 bytes

Working Papers No 115: China's asset management corporations, by Guonan Ma and Ben S C Fung

..is often difficult politically (Crockett (1998)). Moreover, there has been improving transparency in Chinese **banking statistics**, as three out of the big four banks have published their NPL estimates on the basis of the new...

<http://www.bis.org/publ/work115.pdf>

Registering

1. Getting started

④ **New user?**
[Register](#) for your e-mail alert

④ **Already registered?**
E-mail address

Password

④ **[Forgot your password?](#)**

Registered users can view and update their e-mail alert profiles by entering an e-mail address and password into the input fields on the BIS home page www.bis.org.

New users can register to try out the possibilities of the e-mail alert and save a customised profile.

Forgotten passwords are reset and sent via e-mail.



2. Different users have different requirements

The following examples describe several ways to customise your e-mail alerts using the “Alert me about” page you see after logging on to the BIS e-mail alert:

Option 1: “Alert me about everything as soon as possible”

Step 1 Use the default setting “All categories”:

Alert me about

All categories



Step 2 Select “as published” to receive e-mail alerts within minutes after information appears on the BIS website:

I would like to receive my e-mail alert...

as published daily weekly

Option 2: “I want to be alerted about everything – but not too many e-mails”

Step 1 Limit the number of alerts by selecting the daily or weekly option:

I would like to receive my e-mail alert...

as published daily weekly

Step 2 On the Personal Details screen, specify the day of the week and/or the time of day, and indicate your time zone, as in the following example:

Additional settings:

For weekly delivery, choose a day

For daily and weekly delivery, choose a time

My time zone is

Option 3: “I’m just interested in a particular area of the BIS website”

Limit your alerts to information published in specific categories, such as the publications of the Basel Committee:

Alert me about

All categories

Categories

<input type="checkbox"/> Articles and speeches	<input type="checkbox"/> About BIS
<input checked="" type="checkbox"/> Basel Committee	<input type="checkbox"/> CGFS

Option 4: “I want to be alerted about any new information on a particular subject”

Step 1 Enter a word or phrase to have the website’s search engine used automatically for you. In the following example, the text entry “hedge funds” together with the selection “Exact phrase” will alert you to any new documents that mention hedge funds. If one or more of the categories have been selected, the searches will look within these categories only.



Search phrase

hedge funds

Match: Any word
 All words
 Exact phrase

Option 5: “Alert me about multiple topics or places”

It is possible to define multiple search phrases. The following example illustrates how to build a search set that combines country names and related wording to receive alerts about China, Korea and Mongolia.

Step 1 Begin by entering text as a search phrase, such as “China”:

Search phrase

China

Match: Any word
 All words
 Exact phrase
 Sound-alike matching
 Full text

Step 2 Select “Sound-alike matching” to retrieve similar terms, such as “China’s” or “Chinese”.

Step 3 Save the search by clicking on **Apply**, then **Add new**.

Step 4 Repeat the search phrase definition for Korea and Mongolia.

The completed e-mail alert profile will be confirmed as in the following example:

Summary and confirmation

Alert me about	Categories	Delivery options	Deactivate	Delete	Edit
→ China	all categories	as published	<input type="checkbox"/>	delete	edit
→ Korea	all categories	as published	<input type="checkbox"/>	delete	edit
→ Mongolia	all categories	as published	<input type="checkbox"/>	delete	edit
→ Add new					

Select **deactivate** for one or more alert choices, to temporarily halt delivery of e-mail alerts.

Subscribe e-mail alert

**Option 6: "I already get weekly alerts on everything, but need to focus on one particular topic"**

Combine options 1 and 5 to create a profile that consists of two items with different delivery options:

Alert me about	Categories	Delivery options	Deactivate	Delete	Edit
→	all categories	weekly, Friday	<input type="checkbox"/>	delete	edit
→ <u>market risk</u>	all categories	as published	<input type="checkbox"/>	delete	edit
→	Add new				

Note that the e-mail alerts that use search phrases will highlight the first occurrence of the search phrase (here "market risk"):

Personal notification for **Time Laumas** from the [BIS e-mail alert](#) on 30.08.2002 13:33

Your current news on phrase **market risk (whole phrase)** at a glance:

1 new document(s) found since 29.08.2002.

1. [Measuring capital market integration - BIS papers No 12, part 11, August 2002](#)
(30.08.2002 13:20)
PDF, 300132 bytes
BIS Papers No 12: Market functioning and central bank policy, part 11, by Marina Emiris

...returns? Have the aggregate currency and **market risk** premia increased? Does the source of EU-wide **market risk** lie in US or home output?...

<http://www.bis.org/publ/bppdf/bispap12k.pdf>



5. Fill in the personal profile form

Enter a few personal details to finalise your e-mail alert profile.

Click to save it.

My personal profile

In order to send you the requested e-mail alert, we need the following information:

*** Mandatory fields**

Your full name

Organisation

Country

E-mail address*

E-mail format* Text HTML

Password*

Re-enter password*

Additional settings:

For weekly delivery, choose a day

For daily and weekly delivery, choose a time

My time zone is